

LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

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|---------------------------|------------------------------|----------------------|----------------|
| Post Title: | Industry Placement Advisor | Post Number: | CS0530P |
| Daily Supervision: | Director of Study Programmes | Grade: | CSS Scale 5/6 |
| Department: | School of BESP | Last Updated: | September 2022 |

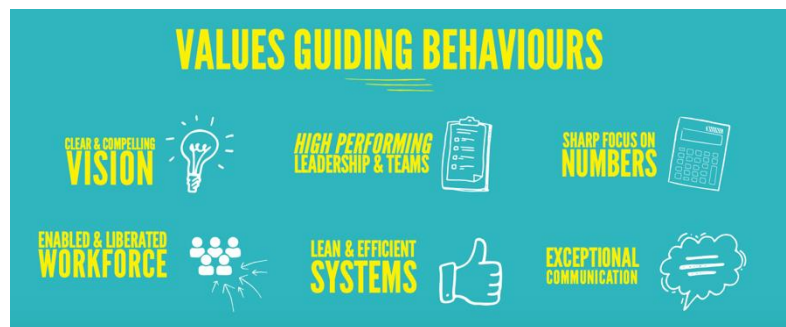
Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

The purpose of the role is to support learners undertaking Industry placements and work experience as part of their study programmes. This role is integral to learners completing their industry placement / work experience as part of their study programmes. This post is the link between students, vocational teams, Industry Placement Coordinators and the employers. This post is key to supporting learners within mainstream vocational areas.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be responsible for the relationship with employers, ensuring there is an understanding of the principles for high quality industry placements and work experience for all learners
2. To liaise with students, parents/guardians, academic and support staff to ensure that all parties views are taken into consideration before placing a student on work experience/Industry placements
3. To liaise with the curriculum team to arrange internal and external work experience/industry placements for young people
4. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility
5. To maintain professional standards and expertise by undertaking relevant professional development
6. To maintain quality standards appropriate to the post
7. To conform with the Health and Safety requirements relevant to the post and refer any HS issues to the Industry Placement Coordinators
8. To be responsible for the safeguarding and promoting the welfare of children wherever applicable
9. To be responsible for a caseload of independent IAG personal guidance meetings in line with the college meeting the Gatsby benchmarks for Career Guidance. Ensuring learners are targeted with outcomes for work experience/industry placements
10. Input, manage and control learner data through the College system (ProEngage/ ProPortal). Progress Reviews and independent careers guidance monitoring and tracking
11. Work with learners in Progress Reviews 1-1 or small CPD groups to implement strategies to support building of self-esteem, confidence & employability skills
12. Undertake regular visits to learners on Industry placements to undertake welfare checks, assessments, observations and employer support meetings
13. Identify, flag and support at-risk learners within the industry placements, through communication with vocational teachers, employers, parents and partners within the college
14. To liaise with employers re potential and existing placements to ensure that the following points have been considered and where necessary risk assessment/action taken:
 - Safeguarding responsibilities towards students and SEND students
 - Undertake risk assessments where needed
 - Employer responsibility for training/supervision
 - Potential option for young person to progress to a traineeship or apprenticeship
15. To undertake student/employer reviews in the work place ensuring that all reports are uploaded to promonitor
16. To have excellent communication and written skills to be able to provide information, advice and guidance to internal and external customers

17. Offer high quality careers guidance to young people to raise their aspirations and take advantage of the opportunities available to them
18. To motivate and inspire young people so that they can become independent in the workplace and aspire toward paid employment
19. To source realistic and relevant work placements, liaising with internal and external providers, implementing thorough quality assurance systems and enhancing community links

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

| | Knowledge | PSM |
|---|---|-----|
| 1 | Level 6 in Information Advice & Guidance (or willingness to work towards) | A/I |
| 2 | GCSE Maths and English grade A-C | A |
| 3 | Experience of working with FE sector learners | A/I |
| 4 | Level 2 Safeguarding certificate (or willingness to work towards) | A/I |

| | Skills/Abilities – Interpersonal | PSM |
|----|--|-----|
| 5 | Excellent communication skills (written and oral) | A/I |
| 6 | Ability to work in a non-discriminatory manner | A/I |
| 7 | The ability to write detailed reports and risk assessments | A/I |
| 8 | To demonstrate empathy, exceptional listening and negotiation skills | A/I |
| 9 | Exceptional organisational and administration skills | A/I |
| 10 | The ability to liaise and coordinate relationships with external agencies, employers, parents/guardians and academic staff | A/I |
| 11 | Has an understanding of motivational techniques to encourage engagement | A/I |

| | Experience | PSM |
|----|---|-----|
| 12 | Experience of working with young people | A/I |
| 13 | Experience in safeguarding, mental ill health and supporting students with barriers to learning | A/I |

| | Work Related Circumstances | PSM |
|----|---|-----|
| 14 | The ability and willingness to undertake relevant staff development | A/I |
| 15 | The ability and willingness to work flexibly and outside normal working hours on occasions evenings and weekends with the ability to travel between sites | A/I |

| | Skills/Abilities - Other | PSM |
|----|--|-----|
| 16 | Effective organisational skills with the ability to prioritise, action plan and meet deadlines | A/I |
| 17 | Ability to work flexibly and to tight deadlines | A/I |
| 18 | Appropriate computer literacy to undertake duties e.g. PowerPoint, email and Internet | A/I |
| 19 | Ability to travel to locations | A/I |
| 20 | Responsibility for safeguarding and promoting the welfare of children wherever applicable | A/I |
| 21 | Ability to relate to young people | A/I |

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| Prepared By: | Michaela Lines |
| Date: | September 2022 |

| Proposed Selection Method Key (PSM) | | |
|-------------------------------------|---------------|----------|
| A = Application | I = Interview | T = Test |